

# Northeastern State University

## Request for University Approved Absences From Class

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All students may participate in activities that are requirements of the classroom experience. For other activities, students may only represent the university if they meet the following criteria:

1. Students must be enrolled in a minimum of twelve credit hours;
2. Students must meet the minimum grade point requirements (cumulative grade point of average of 1.7 for freshmen and 2.0 for other students);
3. Student must have no holds placed on their account (financial, conduct, or academic)

This completed form is due in the Office of Student Affairs five days prior to the requested absence.

Name of Class/Student Organization: \_\_\_\_\_

Name of Instructor/Organization: \_\_\_\_\_

Name and Location of Activity/Event: \_\_\_\_\_

Date (s) of Absence: \_\_\_\_\_

Time (s) of Absence: \_\_\_\_\_

Description of Activity/Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approval:

Instructor/Sponsor: \_\_\_\_\_  
Signature Date

Chairperson: \_\_\_\_\_  
Signature Date

Dean of Student Affairs: \_\_\_\_\_  
Signature Date

Office of Academic Affairs: \_\_\_\_\_  
Signature Date

